

2022 Work Rule Changes

Updated March 2022

Rule 1.1 - General Working Hours

► Added:

Stopping work or leaving the work location prior to the end of the scheduled workday is not permitted.

1.6 - Reporting Absences

► Updated:

Voicemail, text, and email messages can be considered acceptable forms of notice, provided approval is granted by management.

► Added:

For documentation of absences:

The determination of whether or not the documentation substantiates the need is within the discretion of management.

► Added:

Employees given a transitional duty assignment or a temporary assignment, must report their absence one hour prior to their start time to the supervisor at that assignment and must provide a doctor's excuse. The supervisor must notify both Safety at DPW.Injury@milwaukee.gov and Payroll at DPWPayroll@milwaukee.gov via email.

1.8 - Sick Leave

► UPDATED:

Sick leave is to be used in accordance with the [Milwaukee Code of Ordinances 350-37](#).

1.8.4 - Sick Leave

► ADDED:

Whenever an employee is required to submit a doctor's certificate/**COVID test result**, it is to be submitted upon the employee's return to work or as requested by management. If the employee fails to submit an acceptable doctor's certificate/**COVID test result** as outlined above (#4) to verify the absence, sick leave may be denied and the employee may be subject to disciplinary action.

1.8.8 - Sick leave

► Added:

Employees are not eligible to take sick leave while off the payroll, e.g. during a leave of absence, layoff, suspension, absence without leave (AWOL), **while incarcerated**, or after termination or resignation, including time pending reinstatement.

1.9 - Doctor/Dental Appointments /COVID Vaccination & Boosters

► Updated:

Employees are allowed a total of 8 hours of paid time off (coded 069) for scheduled doctor/dental appointments, city workplace clinic appointments. No more than two hours may be used in one day. This time may also be used to complete the Wellness Health Appraisal, or for blood or plasma donations. Up to an additional two hours may be used for COVID vaccination and booster shots

1.10 - Family Medical Leave Act (FMLA)

► Added:

Request Forms must be submitted within two pay periods of when it is used, unless an employee is on an approved continuous absence.

1.11 - Unpaid Medical Leave of Absence

► Clarified

Unpaid Medical Leave of Absence

1.13 - Funeral Leave

► Updated

Funeral leave is administered under the [Milwaukee Code of Ordinances 350-35\(5\)](#). Funeral leave for an immediate family member with pay is not to exceed what is provided for in the ordinance. These days shall be limited to work days that fall within the calendar period outlined in the ordinance.

1.14 - Other Unpaid Leaves of Absence

- ▶ Clarified

Other **Unpaid** Leaves of Absence

- ▶ Added

Failure to provide documentation will result in the absence being Absent without Leave; and subject to discipline up to and including Discharge. In addition, if an employee is approved for a leave of absence and if an employee requires additional time on a leave of absence, then an employee must request for an extension in advance of your leave of absence expiring and you must submit substantiating documentation to support the extension for the leave of absence.

1.15 - Vacation Scheduling

► Added

Vacation will not be granted for periods of incarceration.

1.16 - Employee Notification Requirements

► Moved:

Section moved - formerly 1.48

1.18 - Inclement Weather Days (Division Specific)

► Added:

- if an employee has an approved Alternative Work Arrangement (AWA) by management, then they may work remotely subject to request and approval of their supervisor/manager. Please see section 1.53 for more information.

1.28 - Alcohol & Controlled Substances

- ▶ Added:

A Probationary employee will be subject to a Termination for a first violation of this policy.

- ▶ Added:

- ▶ Further, upon successful completion of the EAP or SAP process, an employee will be required to pass a return to duty test and you may be subject to Follow-up testing. Follow-up tests will be unannounced and observed collections. The number and frequency of the tests shall be determined by the EAP or SAP, and shall consist of at least six tests in the first 12 months and not to exceed 60 months after the employees return to duty.

1.28 - Alcohol and Controlled Substances

► Added:

The City will not be responsible for any SAP services or Return to Duty Testing once a positive result is determined by the Medical Review Officer (MRO).

1.31 - Use of Telephone/Electronics (Laptops, Surface Pros, I-Pads and Tablets)- Cell Phones/Smart Phones/City Phones

► Added:

When you are out of the office, you must provide a voicemail indicating who and what phone number to contact in your absence.

1.32 - Business Telephone Etiquette

- ▶ Added:

- ▶ When you are out of the office, you must provide a voicemail indicating who and what phone number to contact in your absence.

1.33 - Business Email Etiquette

► Added Section

- A. Include a 'Subject' in the email.
- B. Provide a greeting such as 'Good morning' or 'Good afternoon' and a narrative of the email.
- C. If you are including an attachment, label the attachment. You must also label attachments from a scanner. Do not send a scanned document without subject or title of it.
- D. Prepare a signature line.
- E. When you are out of the office, you must provide an out of office reply indicating who and what email to contact in your absence.

1.34 - Use of City Equipment (Division Specific)

► Added:

Should a manager and/or supervisor need to issue a GPS unit, then permission and approval must be sought from both the Administrative Services Director and the HR/Personnel Officer.

► Updated:

In case of accident or personal injury, notify your supervisor immediately. **You must also notify the Fleet Operations' Dispatcher (286-5561) and the Police.**

1.36 - Harassment

► Updated Contact Information:

Administrative Services Director at (414) 286-3307,
Administrative Services Manager at (414) 286-8019, DPW
Human Resources Representative (414) 286-8123,
Infrastructure Personnel Officer at (414) 286-2416 or
Water Works Personnel Officer at (414) 286-2805

1.39 - Safety Equipment/PPE's

► Added:

An employee will be issued a Safety Boot Voucher. Currently, the safety shoe allowance provides up to \$130.00 for safety shoes per calendar year **and employee can only receive one Safety Boot Voucher per a calendar year (this includes transfers and promotions into other divisions in the Department of Public Works.)**

1.39 - Safety Equipment/PPE's

► Added:

Managers and Supervisors are required to check the Safety Boot Spreadsheet or reach out to the Program Assistant III-414-286-3403 to confirm whether an employee received a Safety Boot Voucher. If a Manager or Supervisor fails to take the necessary steps for verification of a Safety Boot Voucher, then they may subject to a disciplinary action. Safety Boot Vouchers must be completely filled out and signed by both the supervisor/manager and employee. An employee must use the Safety Boot Voucher within 14 calendar days. If an employee is unable to use the Safety Boot Voucher, then they must provide it back to the same supervisor/manager who issued the voucher.

1.39 - Safety Equipment/PPE's

► Added:

Face Coverings

All DPW employees must follow the face covering policy for City of Milwaukee employees.

1.40 - Injuries

► Updated:

Injuries sustained while in the performance of normal duties are to be reported promptly (within 24 hours) to the immediate supervisor.

Employees must call Corvel at 1-844-645-2567 to report an injury.

1.40 - Injuries

► Added:

- The DPW Safety Division will inform you of any limited duty assignment. Employees given a transitional duty assignment or a temporary assignment, must report their absence one hour prior to their start time to the supervisor at that assignment and must provide a doctor's excuse. The supervisor must notify both Safety at DPW.Injury@milwaukee.gov and Payroll at DPWPAYROLL@milwaukee.gov via email.

1.40 - Injuries

► Updated Contact Info

- When released by the employee's doctor, the employee shall return to work. For additional information regarding the City of Milwaukee - DPW Transitional Duty Program, contact the DPW Safety Division at **(414) 286-4672** or via **email at: DPW.Injury@Milwaukee.gov**.

1.42 - Driver's License Policy/CDL License Policy

► Added:

- According to the Federal Motor Carrier Safety Administration (FMCSA), CDL holders including CDL Permit Holders, are required to register as drivers in the FMCSA Clearinghouse. Additionally, all employees that hold a CDL title and/or operate CDL equipment in the course of their job duties, are required to submit a Clearinghouse Consent Form in order for the employer (the Department of Public Works) to run an annual query. Failure to submit a consent form may result in an employee being removed from their safety-sensitive assignment.

1.49 - Americans with Disabilities Act

► Updated Contact Info

You may also contact DPW Safety Division at
(414) 286-4672 or via email at:
DPW.Injury@Milwaukee.gov.

1.50 - Negligent Operation of City Property (Single Vehicle Accident/Loss or Damage to City Property)

► Added:

Further, the primary consideration related to determining discipline will be the cost of repairs or replacement value for the piece of equipment.

1.52 Alternative Work Arrangements Program and Policy (AWA)

► Added Section

An employee may request an AWA; however, it is subject to management approval and requirements outlined by the Department of Employee Relations' Policy.

See Alternative Work Arrangements Program and Policy for more information:

<https://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/AWAProgramandPolicy7-8-20212.pdf>